

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

**HR COMMITTEE MEMBERS PRESENT: Marsik, Frohling, Greshay, Schmidt, and Duchac**

Minutes of the special meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, August 2, 2016 at 8:00 a.m. in meeting room 1F & G, located on the first floor of the Administration Building.

**ALSO PRESENT: Sarah Eske, HR Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant HR Director; Bill Wiley, Director of Financial Services-Clearview; Julie Kolp, Finance Director; Angi Zilliox, HR Specialist; Jane Hooper, Administrator-Clearview; Scott Smith, Chief Deputy; Dale Schmidt, Sheriff; Christine Churchill, Director of Communications/Support Services; Donna Maly, County Board Supervisor; Patti Hilker, Treasurer; Lynn Hron, Clerk of Courts; John Veling, Central Services Director; Trace Frost, Patrol Captain; Phil McAller, Assistant Director Maintenance; Russ Freber, Maintenance Director; Ruth Otto, Director of IT; Jeff Hoffman, Community Development Educator; Janice Bobholz, County Board Supervisor; John Corey, Corporation Counsel; Larry Bischoff, County Board Supervisor; Alyssa Schultz, Division Manager Clinical and Family Services; Sheila Drays, Division Manager Community Support Services; Karen Gibson, County Clerk; Bill Ehlenbeck, Parks Manager; Brian Field, Highway Commissioner; Harold Johnson, County Board Supervisor; Joyce Fiacco, Land Resources & Parks Director**

**Meeting called to order by Marsik at 8:00 a.m.**

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Schmidt to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Frohling. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the minutes of the Open and Closed Session minutes of the July 15, 2016 and July 19, 2016 meetings of the Human Resources and Labor Negotiations Committee. Second by Duchac. Motion carried.

Eske explained that as part of the recent Carlson and Dettmann Study some positions were reviewed for reconsideration of Labor Grade Placement which were being presented for consideration of the Committee requiring separate motions.

Eske presented consideration for creating a new position at Clearview for a Head Cook and Production/Ordering Assistant/Cook. at Labor Grade Three (3), noting that the current Cook positions are a Labor Grade Two (2). Hooper attributed the need for the Head Cook position due to changes in consumer needs and culinary demands. Hooper noted that no positions are being

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 08/02/2016

added, only changing, and these positions are effective in 2017. Duchac stated that the Health Facilities Committee is in support of this request.

Motion by Duchac to approve creating the Head Cook and Production/Ordering Assistant/Cook positions and placing it into the Labor Grade Structure at Grade Three (3). Second by Frohling. Motion carried.

Eske stated there was a request for a reclassification of the Administrative Assistant – Finance position with the Finance Department. Kolp explained there have been dramatic changes with roles and functions with Kronos. Eske stated that Carlson and Dettmann recommends a title change to Payroll Coordinator and a change in Labor Grade from Four (4) to Six (6). Kolp stated that the individual is currently doing the new position and suggested implementation as soon as possible. Eske added that there have been changes in how Dodge County payroll is processed with Finance processing all payrolls.

Motion by Schmidt to approve reclassifying the Administrative Assistant – Finance position to a Payroll Coordinator and placing it into the Labor Grade Structure at Grade Six (6) effective August 6, 2016. Second by Frohling. Motion carried.

Eske stated that there was a request for a reclassification of the Help Desk Specialist with Information Technology. Otto explained that the position has dramatically changed as the position no longer just answers phones but actually performs the support for almost 50% of the calls and 100% of procurement. Otto noted that the individual is doing the work now but for budget purposes would like it effective 2017. Eske stated that the position is currently at Grade Four (4) and would move to Grade Five (5) and be retitled to Technical Support Specialist.

Motion by Duchac to approve reclassifying the Help Desk Specialist position to a Technical Support Specialist and placing it into the Labor Grade Structure at Grade Five (5) effective in 2017. Second by Frohling. Motion carried.

Eske stated that the Maintenance Mechanic and Maintenance II positions with both Physical Facilities and Clearview were reviewed as part of the market study with Carlson and Dettmann recommending a market adjustment for the positions as follows: Maintenance Mechanic – Physical Facilities from Labor Grade Five (5) to Labor Grade Six (6); Maintenance Mechanic – Clearview from Labor Grade Four (4) to Labor Grade Five (5); and Maintenance II from Labor Grade three (3) to Labor Grade (4).

Motion by Schmidt to approve the changes to the Labor Grade Structure of: Maintenance Mechanic – Physical Facilities from Labor Grade Five (5) to Labor Grade Six (6); Maintenance Mechanic – Clearview from Labor Grade Four (4) to Labor Grade Five (5); and Maintenance II from Labor Grade three (3) to Labor Grade (4) effective in 2017. Second by Duchac. Motion carried.

Eske explained that the Administrative Support Coordinator with Sheriff's Office is a new position for consideration in 2017. Sheriff Schmidt stated that the position was created with possible funding in 2017 at a Lieutenant/Corporal level due to volume of secretarial work currently being done by the Director of Communications and Support Services. Eske stated that the Committee would be approving placement of the position into the Labor Grade Structure, not approving the

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 08/02/2016

position for budgetary purposes. Eske stated that Carlson and Dettmann recommended Grade Six (6) for the position.

Motion by Frohling to approve creating the Administrative Support Coordinator position and placing it into the Labor Grade Structure at Grade Five (6) effective in 2017. Second by Schmidt. Motion carried.

Eske stated that as part of the market study, the Correctional Officer position was reviewed for a market adjustment consideration with a recommendation from Grade Four (4) to Grade (5). Sheriff Schmidt stated that there are approximately ten open positions and facing severe recruitment/retention problems with 48 red-circled employees noting that this will change that. Sheriff Schmidt also noted that staff are working long hours and changes need to be made before there is a worse situation.

Motion by Duchac to approve moving the Correctional Officer position from Grade Four (4) to Grade Five (5) of the Labor Grade Structure effective August 6, 2016. Second by Greshay. Motion carried.

Eske explained that a JDQ was completed for the Nutrition and Transportation Program Manager position due to a shift in duties from the HS Supervisor Aging Services to focus on ADRC programs. Eske stated that a job title is still needed; however, the recommendation is to move the position from Grade Seven (7) to Grade Eight (8) in the Labor Grade Structure.

Motion by Duchac to approve reclassifying the Nutrition and Transportation Program Manager position and placing it into the Labor Grade Structure at Grade Eight (8) effective in 2017. Second by Schmidt. Motion carried.

Eske explained that Land Resources & Parks had made some changes to the Parks Foreman position and would now like to create a seasonal Parks Crew Leader position. Fiacco explained that she realizes there have been some increases to park staff since 1996 and have tried to get camp hosts to alleviate the work load. Fiacco stated that it will go to County Board to create the position for the 2017 budget. Fiacco added that Dodge County has a huge investment in the parks and they need to be maintained. Eske noted that the position is part-time seasonal for 1400 hours with a wage range of \$13.59-\$14.45.

Motion by Schmidt to approve the wage range for the seasonal Parks Crew Leader position as \$13.59-\$14.45. Second by Frohling. Motion carried.

Eske verified that all Committee members received the memo about the discussion at Management Council regarding adjustments to the Compensation Plan for the 2017 budget. Marsik identified the four (4) recommendations from Management Council. Eske reviewed the purpose and scope of the Compensation Plan as a comparison to market indicating that we are 6% below market. Eske stated that these four (4) options are an attempt to bring us closer to market. There was discussion among the Committee members and attendees regarding benchmark positions, the market study outcomes including regression analysis, implementation options, recruitment/retention, other benefits, and affordability. Eske stated any decision made by the Committee would need County Board approval. Lengthy discussion took place.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 08/02/2016

Motion by Frohling to recommend to the County Board a market rate adjustment of one percent to the Control point in each Labor Grade of the current Compensation Plan, which will adjust all other steps in each Labor Grade of the current Compensation Plan, accordingly, effective January 1, 2017 followed by a one percent adjustment effective July 1, 2017. Second by Schmidt. Motion carried.

Marisk called a recess of the meeting at 9:37 a.m. to allow preparation of the resolution. Marsik reopened the meeting at 9:53 a.m.

Motion by Schmidt to approve the Resolution to the County Board for a market rate adjustment of one percent to the Control point in each Labor Grade of the current Compensation Plan, which will adjust all other steps in each Labor Grade of the current Compensation Plan, accordingly, effective January 1, 2017 followed by a one percent adjustment effective July 1, 2017. Second by Duchac. Motion carried.

Eske stated that she spoke with Hays Company regarding anticipated increases in health and dental rates for 2017 budgeting. Eske indicated that the health insurance recommendation is 6.5% for larger groups and up to 8.5% for smaller groups noting a budget of 6.5%-8.5% would be appropriate. Eske stated that ETF rates will not be available until September. Eske stated that the dental rates are good and the rates could remain unchanged as they are not looking at any changes to the plan. Mielke emphasized that this would be a budgetary amount only, not a commitment.

Motion by Frohling to use a 6% increase in health premiums and no increase in dental premiums for budgetary purposes only.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Data Entry Clerk – L.T.E.	County Clerk
One (1) Utility II / Truck Driver West – F.T.	Highway
One (1) Insurance and Benefits Coordinator – F.T.	Human Resources
One (1) Administrative Secretary – F.T.	Human Services
One (1) Aging and Disability Resource Specialist – F.T.	Human Services
One (1) Billing Specialist – F.T.	Human Services
One (1) Billing Clerk - L.T.E.	Human Services
Two (2) Customer Service Support Specialist – F.T.	Human Services
One (1) Customer Service Support Specialist – L.T.E.	Human Services
One (1) Economic Support Specialist – Overpayment Specialist	Human Services
One (1) Park Attendant – Harnischfeger Park – L.T.E.	Land Resources and Parks
One (1) Parks Foreman – F.T.	Land Resources and Parks

Motion by Duchac to approve the Personnel Requisitions as presented. Second by Schmidt. Motion carried.

Approval of Leave of Absence Requests: None

The Committee reviewed the Salary, Wage, and Status changes as presented.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 08/02/2016

RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: Jason Boeck, Sergeant – Patrol, Sheriff, \$32.61, SSU08, 6M54, 8/06/2016; Charles Borchardt, Deputy Sheriff, Sheriff, \$29.66, SSU04, 5M42, 7/02/2016; Justin Waas, Deputy Sheriff, Sheriff, \$28.39, SSU04, 3M18, 8/09/2016. NEW HIRE: Bruce Klinger, Hazardous Material Responder, Emergency Management, \$7.25/\$35.00, HAZ01, ST01, 7/26/2016; John R. Neu, Hazardous Materials Responder, Emergency Management, \$7.25/\$35.00, HAZ01, ST01, 7/25/2016; Gary L. Peck, Hazardous Materials Responder, Emergency Management, \$7.25/\$35.00, HAZ01, ST01, 7/25/2016; Rebecca L. Bell, Human Services & Health Director, Human Services, \$45.85, DC16, ST02, 8/15/2016. LIMITED TERM/SEASONAL Rebecca L. Vollmer, Customer Service Support Specialist, Human Services, \$12.81, DC02, ST01 L.T.E., 7/13/2016; Carlajeon A. Laatsch, Seasonal Help I, Treasurer, \$8.50, MSC02, ST01, 7/25/2016. RECLASSIFICATION: Rebecca M. Kovalaske, Social Worker II – CPS Ongoing, Human Services, \$22.44, DC07, ST01, 7/21/2016. STEP INCREASE: Steven R. Seim, Court Commissioner, Circuit Courts, \$36.90, DC13, ST04, 08/01/2016; Pamela J. Knapp, Account Clerk/Network Administrator, Clerk of Courts, \$20.71, DC05, ST05, 07/23/2016; Hannah R. Mueller, RN Public Health, Human Services, \$25.06, DC08, ST02, 07/08/2016.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None

**HR Director's Report:**

- a) Disciplinary Actions: None
- b) Grievances and Arbitrations: None

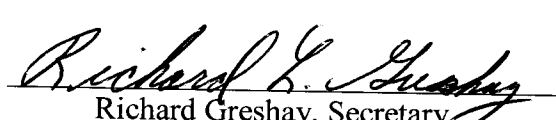
Future Agenda Items:

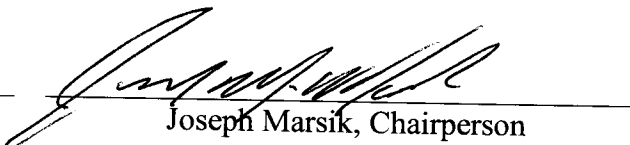
Sheriff's Office Exit Interview Report, Health Insurance, Highway Department recruitment/hiring.

Future Meeting Dates and Times: It was the consensus of the Committee to change the September 6, 2016 meeting to September 1, 2016 at 2:00 p.m.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings **August 16, 2016 at 9:00 a.m., September 1, 2016 at 2:00 p.m., and September 20, 2016 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 10:21 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.